

CONFIRMED
at the Senate meeting 30.04.2008
as amended on 18.12.2013., Protocol Nr.13/1.1-07/08

Programme Committee Regulations

1. General Regulations

- 1.1 RISEBA implements doctoral, master's and bachelor's study programmes.
- 1.2 Every study Programme that has been implemented by RISEBA has its own Programme committee (hereinafter referred to as a Committee).
- 1.3 The Committee is established by the Rector's order and operates in accordance with these regulations.
- 1.4 The purpose of the Committee is to facilitate the development of the Programme, to ensure its sustainability and quality, to increase the quality of studies, as well as the interdisciplinary communication in accordance with market requirement.
- 1.5 The regulations shall enter into force after their approval by the RISEBA Senate.

2. Operation of the study Programme Committee

- 2.1 The Committee consists of the following:
 - 2.1.1 Programme Director;
 - 2.1.2. at least one representative of the administration who is competent to represent the direction of the respective study Programme;
 - 2.1.3. at least two teaching staff involved in the study Programme;
 - 2.1.4. one representative of the Study Department;
 - 2.1.5. one representative of the External Relations Department;
 - 2.1.6. at least two representatives of employers in the relevant field
 - 2.1.7. at least two student representatives;
 - 2.1.8. at least one graduate of the relevant study Programme.
- 2.2 The chairman of the Committee is the Director of the respective study Programme.
- 2.3. The chairman of the Committee is responsible for the following:
 - 2.3.1. the composition of the Committee;
 - 2.3.2 the organization of regular meetings of the Committee (at least twice a year);

2.3.3. the maintenance of protocols and other documents;

2.4. The Rector, Vice-Rector for Academic Affairs, Vice-Rector for Research are informed about the meetings of the Committee who, if necessary, decide on participation in the Committee's meeting

3. Management of the Committee

3.1. Committee meetings are organized when necessary, but at least once a semester;

3.2. The competence of the Committee shall include matters relating to the following:

3.2.1. the implementation of the study Programme;

3.2.2. the organization of the study process;

3.2.3. inclusion and exclusion of study courses from the content of the study Programme;

3.2.4. coordination of the content of study courses (topics);

3.2.5. solving current issues and problems for students;

3.2.6. preparation and review of accreditation, re-accreditation and self-assessment reports;

3.2.7. other issues directly related to the study Programme;

3.3 The Committee is entitled to recommend changes in the content of the study Programme in accordance with the procedures established by RISEBA;

3.4 The agenda and the documents to be considered at the meeting are sent to the members of the Committee 5 days before the meeting;

3.5. The documentation and record keeping of the Committee is organized in accordance with the record keeping instructions of RISEBA and the nomenclature of cases;

3.6. Minutes of the Committee meetings are taken and no later than three days after the Committee meeting, the Programme Director sends the minutes to the Committee members, the Vice-Rector for Academic Affairs and the Vice-Rector for Research;

3.7. The original of the protocol shall be kept by the Programme Director.